



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT**

**FOR IMMEDIATE RELEASE:**  
**September 17, 2007**

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**Department of Small and Local Business Development announces  
Business Skills Development for Contractors Course**

*Stakeholders Build Small Business Capacity to Navigate Business and Legal Terrain*

**What:** The DC Department of Small and Local Business Development announces the Business Skills Development for Contractors Course. The eight-part \$50 course is geared to small business owners, particularly those in the construction trade. DSLBD sponsors the course in partnership with the DC Bar Pro Bono Program, DC Small Business Development Center at Howard University, Washington Metropolitan Area Transit Authority (WMATA) and the U.S. Small Business Administration.

The course will provide valuable information to facilitate the basics of business planning, employment law, insurance, contracts and joint ventures. Certificates will be awarded upon successful completion of the course.

**Registration:** Call the DC SBDC at Howard University (202) 806-1550 or [www.dcsbdc.org](http://www.dcsbdc.org). Class series is reserved for first 40 paid applicants.

**Cost:** \$50.00 Administrative Fee: Cash - Checks - Credit Card Accepted

**Who:** Sole proprietors, business partnerships, general managers and limited liability corporations are encouraged to attend courses facilitated by experienced business attorneys from some of the District's most prestigious law firms, including Winston & Strawn and Reed Smith.

**When:** 5 – 7 p.m., Tuesday, September 25 – November 13, 2007 (See class schedule below)

**Where:** WMATA, 600 Fifth Street, NW (1st Fl. Board Room)

Metro Red Line to Judiciary Square (Exit at F Street - National Building Museum)

Alternate - Gallery Place: Red, Green, Yellow Lines

## **BUSINESS SKILLS DEVELOPMENT FOR CONTRACTORS**

Tuesday, September 25, 2007- 5:00-7:00 p.m.

### **How to Set Up Your Business**

From a sole proprietorship to a corporation; tax treatment of various types of corporations

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Tuesday, October 2, 2007 - 5:00-7:00 p.m.

### **Basics of Employment Law**

Legal requirements hiring employees; employee versus independent contractors; wage and hour laws; wage withholding; worker's compensation and unemployment insurance

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Tuesday, October 9, 2007 - 5:00-7:00 p.m.

### **Basics of Employment Law II**

Hiring and firing employees; fair employment laws; unemployment insurance; and OSHA compliance

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Tuesday, October 16, 2007 - 5:00-7:00 p.m.

### **What's in a Contract and Why**

Major components of standard business contracts; construction industry subcontractor agreements

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Tuesday, October 23, 2007 - 5:00-7:00 p.m.

### **Risk Management**

Insurance coverage, including general liability, worker's compensation, directors and officers insurance and business auto insurance; conducting a safe workplace; and protection against potential litigation

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Tuesday, October 30, 2007- 5:00-7:00 p.m.

### **The Basics of Government Contracts**

Responsibilities incurred when signing business contracts funded by the District and Federal Governments, including performing in accordance with the terms of the contract, and additional regulatory and recordkeeping and reporting requirements

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Tuesday, November 6, 2007- 5:00-7:00 p.m.

### **Joint Ventures**

Implications of entering into joint ventures; suggested provisions for joint venture agreements and considerations for strategic mergers

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Tuesday, November 13, 2007-5:00-7:00 p.m.

### **Job Costing & Job Estimating**

Conducting contract bids geared toward profitability; tracking costs, including overhead and contract administration

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For more information on other DC SBDC training events, please visit [www.dcsbdc.org](http://www.dcsbdc.org)

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